

Request to Administer Driver License Examinations

Use this form to apply for authority to administer driver licensing examinations. Applicants must be licensed driver training schools or public schools recognized by the Office of the Superintendent of Public Instruction. You must have access to a computer to administer examinations.

Mail the completed request or scan and email to:

Driver Training School Program, MS 48106
Department of Licensing
PO Box 435
Olympia, WA 98507
 Email: tse@dol.wa.gov

Please allow two weeks for processing. If you have additional questions, contact (360) 664-6692.

Type of school (*please choose one*):

- ☐ Driver training school
☐ Public school

Business information

TYPE or PRINT School name (<i>as it appears on your license, OSPI fill in school district</i>)		School/License number (<i>OSPI leave blank</i>)
Physical address of main driving school or school district (<i>Address, City, State, ZIP code</i>)		
Mailing address of main driving school or school district, if different (<i>Address, City, State, ZIP code</i>)		
Contact name (<i>main point of contact for driving school or school district</i>)		Contact title
(Area code) Contact telephone number	Contact email	School website
Contract manager name*		
Contract manager mailing address		
(Area code) Contract manager telephone number	Contract manager email	

*The contract manager is the person who will be the main contact and manager of the agreement with DOL to administer examinations.

Submit the following with your application:

- Driver License Examinations Examiner Roster (DTS-661-024):** An examiner must be a licensed instructor or certified OSPI instructor. List all instructors you want approved for administering the tests.
- Driver License Examinations Staff Roster (DTS-661-025):** A staff member is someone who currently is not an instructor but is authorized to access training materials and enter test scores. All staff are required to have fingerprint/background checks prior to accessing the training materials and entering test scores.
- Driver License Examinations Testing Site Information Form (DTS-661-023):** Testing sites include all branches or high schools within a district where you will administer examinations.
- Test Routes:** A minimum of two test routes where skills tests examinations will be conducted, as required in the Guidelines and Requirements Manual, Section 7.
- Knowledge Tests:** The Department of Licensing will provide three knowledge tests. If you do not plan to use the provided tests, a minimum of three knowledge tests that meet the criteria outlined in the Guidelines and Requirements Manual, Section 4, must be submitted and approved by the Driver Training School Program.

For office use only		
Application received (<i>date</i>)	Reviewed by (<i>Driver training school program</i>)	Action taken Approved _____ Denied _____ Applicant notified _____